

**CLAY COUNTY BOARD OF COMMISSIONERS**  
**8:30 A.M., TUESDAY, SEPTEMBER 15, 2020**  
County Board Room, 3rd Floor, Courthouse  
**MINUTES**

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Frank Gross, Jim Haney, Kevin Campbell, Jenny Mongeau, and Grant Weyland. Others present or joining remotely: County Attorney Brian Melton, County Administrator Stephen Larson, and Senior Administrative Assistant Colleen Eck.

**CALL TO ORDER**

Chair Gross called the meeting to order.

**APPROVAL OF AGENDA**

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved the agenda with the following additions: 1) CARES Act Funding Small Business- Business Relief Program Phase II; 2) CARES Act Funding for Reallocation of CARES Funds from the Business Relief Category to the Community Resiliency Category in Order to Establish Long-Term Care and Assisted Living Grant Program for Licensed Agencies; 3) CARES Act Public Health Outreach & Service Funding Request for WIC Remodel; and 4) CARES Act Public Health Outreach & Service Funding Request to Move Forward with Insulated Storage Building for Public Health.

**COMMISSIONERS' RECOGNITIONS**

Commissioners Campbell and Weyland were recognized with plaques of appreciation for their participation on the FM Diversion Authority Board.

**REQUEST FOR TWO CITY OF MOORHEAD TAX ABATEMENT**

By consent the Board approved a request for a tax abatement in the City of Moorhead.

**CITIZENS TO BE HEARD**

During this pandemic, citizens continue to have the opportunity to share feedback at Board meetings via website link. Mr. Larson did not receive any requests for this meeting.

**APPROVAL OF PAYMENT OF BILLS AND VOUCHERS**

On motion by Commissioner Haney, seconded by Commissioner Campbell, and unanimously carried, the Board approved payment of bills and vouchers totaling \$794,986. From that total, 92 were under \$2,000 (\$41,704) and the following 33 were over \$2,000:

Dennis Drewes, Inc.	\$199,519	Dacotah Paper-402756	\$17,583
Clay County Social Services	\$136,590	Douglas Co Auditor	\$14,123
Turner Sand & Gravel, Inc.	\$115,657	Trinity Services Group, Inc.	\$13,840
City of Fargo	\$63,977	Grant County Auditor	\$13,096
Clay County Fair	\$27,259	Otter Tail Co Auditor's Office	\$11,298
Becker Co. Auditor-Treasurer	\$20,312	Lloyd's Auto Body Inc.	\$10,095
Dakota Plains Mechanical, Inc.	\$20,093	Wilkin County Auditor	\$8,467
Ford of Hibbing	\$20,022	MN Dept of Transportation	\$6,904

Petro Serve USA	\$6,507	Powerplan	\$2,600
Lutheran Social Services of Mn	\$6,313	Pomp's Tire Service, Inc.	\$2,478
Jeff Schultz Construction, LLC	\$5,100	TrueNorth Steel	\$2,336
Express Lane	\$3,786	Amazon Capital Services	\$2,222
Key Contracting, Inc.	\$3,700	M-R Sign Company, Inc	\$2,072
BNSF Railway Co.	\$2,886	Valley Mortuary Services	\$2,046
Wadena Co. Auditor-Treasurer	\$2,869	Green View, Inc.	\$2,016
Anjaam Holdings, LLC	\$2,815	Farmers Co-op Oil Co	\$2,002
Reliance Telephone	\$2,700		

### **COVID-19 UPDATE**

Public Health Director Kathy McKay and Public Health Nurse Cheryl Sapp were present with the current COVID-19 statistics. The number of cases in the State of MN continues to rise and is currently at 84,949. The number of deaths in MN is at 1,922. There are 78,238 cases who no longer need isolation but may not be totally recovered. The number of cases in Clay County is at 1,142, and the number of deaths remains at 40. There is one hospitalized case. The 14-day case rate per 10,000 is the rate the schools use and has increased to 15.76. The DGF school district is making changes in their learning model. Public Health has liaisons with K-12 and higher ed. As of September 9, Clay County has 196 active cases. Discussion ensued concerning the jump in active cases in Clay County and thresholds for limiting exposures and following the guidelines.

Ms. Sapp commented that influenza season is coming and there are high concerns from the medical community. According to CDC surveys only half of Minnesotans get flu shots. There will be announcements for flu shots at the Senior Centers and for County employees. There are also many opportunities through the health care centers and pharmacies. Influenza vaccines should be done prior to COVID vaccines. Mr. Larson acknowledged the Public Health staff for working with the school districts and higher education.

### **CARES ACT COMMITTEE UPDATE**

County Administrator Stephen Larson thanked the Board for their flexibility to be able to add agenda items as the CARES Act Committee works through the funding categories. The agenda items added today have all gone through the CARES Act Committee and need Board approval. He acknowledged the Auditor's office for getting the funds out quickly. The committee met on three occasions in the past week. They are close to finalizing negotiations on a lease for the Motor Vehicle Department. Human Resources Director Darren Brooke provided handouts for CARES Act spending and projections. He stated a total of \$2,250,000 was budgeted under Small Business and the applications received from the first round total \$981,000 They are planning to broaden the scope for a second round for Small Business.

### **CARES SMALL BUSINESS RELIEF GRANT REQUEST**

Mr. Brooke stated from the first round, 137 applications were approved and 13 did not qualify. Some of the funds from Small Business could also be transferred Community Resiliency.

Information Services Mark Sloan stated the Small Business applications came in over a three-week period and have all been reviewed. The businesses that met the requirements received an email saying they qualified. They'll have a couple forms to fill out along with an affidavit with a notary signature, and then their checks will be issued. Area banks are notarizing forms in their drive-thru lane. They hope to have this process completed by the end of September. The next round of funding will be for businesses with 20 – 50

employees. A separate program in October would specifically target the long-term care facilities. They will reach out to each and every one of them in Clay County.

On motion by Commissioner Campbell, seconded by Commissioner Mongeau, and unanimously carried, the Board approved allocating CARES Act funds totaling \$981,000 to businesses/agencies that successfully met the requirements of the CARES Small Business COVID-19 Relief Grant.

**AGENDA ADDITION (1) - CARES ACT FUNDING SMALL BUSINESS- BUSINESS RELIEF PROGRAM – PHASE II**

On motion by Commissioner Mongeau, seconded by Commissioner Campbell, and unanimously carried, the Board approved Cares Funding Small Business - Business Relief Program Phase II for businesses with 21 to 50 to apply for a maximum of \$10,000.

**AGENDA ADDITION (2) – CARES ACT FUNDING - REALLOCATION OF CARES FUNDS FROM THE BUSINESS RELIEF CATEGORY THE COMMUNITY RESILIENCY CATEGORY**

The request would be to reallocate \$550,000 from the Small Business Category to the Community Resiliency Category. These funds would be for establishing a grant program for Long-Term Care and Assisted Living Facilities that have been drastically affected by the COVID-19 pandemic. The Coronavirus Relief Fund Committee recommends that the facilities would be eligible for up to \$25,000.

On motion by Commissioner Campbell, seconded by Commissioner Weyland, and unanimously carried, the Board approved the reallocation of CARES funds from the Small Business category to the Community Resiliency category to establish a Long-Term Care / Assisted Living Grant Program for licensed agencies to apply for a maximum of \$25,000.

**AGENDA ADDITION (3) – CARES ACT PUBLIC HEALTH OUTREACH & SERVICE FUNDING REQUEST FOR WIC REMODEL**

Drawings were provided showing where a wall would be added along with a doorway for better separation of clients. The estimate for this project is \$5,000.

On motion by Commissioner Haney, seconded by Commissioner Weyland, and unanimously carried, the Board approved using CARES funding in the amount of \$5,000 for the WIC office remodel in the Family Service Center from the Public Health Outreach & Service category.

**AGENDA ADDITION (4) - CARES ACT PUBLIC HEALTH OUTREACH & SERVICE FUNDING REQUEST TO MOVE FORWARD WITH INSULATED STORAGE BUILDING FOR PUBLIC HEALTH**

The Board already approved a storage building for Public Health along with a portion of it to be insulated. Since that approval the committee looked at a fully insulated building and a second garage door to make it fully drive-thru. Building Maintenance Manager Joe Olson received quotes from Foltz Buildings (\$61,212); Key Contracting (\$11,520 for concrete work); Rick's Electric (\$13,950), and Houston Engineer (\$1,500). He would like to order the building and the concrete today. He will check into drainage for the building in the next week and will bring the cost for that item back to the Board at another meeting.

On motion by Commissioner Campbell, seconded by Commissioner Weyland, and unanimously carried, the Board approved moving forward with a fully insulated, drive-thru storage building for Public Health for a total of \$88,182 coming out of CARES Act funds from the Public Health Outreach and Service category.

### **CARES INFRASTRUCTURE FUND REQUEST TO PURCHASE DROP-BOX FOR OUTSIDE FAMILY SERVICE CENTER**

Building Manager Georgia Beaudry stated the current drop-box at the Family Service Center (FSC) is small and does not fit the increased needs for a drop-box. She proposed a larger free-standing box for all the tenants in the FSC for a maximum cost of \$1,200.

On motion by Commissioner Mongeau, seconded by Commissioner Haney, and unanimously carried, the Board approved the request to purchase a drop-box, for a maximum of \$1200, for outside the FSC with CARES Act funds from the Infrastructure category.

### **CARES FUND REQUEST FOR ACCOUNTS PAYABLE MANAGEMENT SYSTEM**

Auditor – Treasurer Lori J. Johnson proposed purchasing an electronic accounts payment program that has many options for scanning, keying and emailing which would interphase with their current financial software. The program would greatly benefit a number of the employees in Accounts Payable who are working from home. Commissioner Mongeau added that the program would streamline a lot of the process in the Auditor’s Office.

On motion by Commissioner Mongeau, seconded by Commissioner Weyland, and unanimously carried, the Board approved the request for an Accounts Payable Management System with \$24,000 in funds to come from CARES Act funding under the County Infrastructure category.

### **CARES INFRASTRUCTURE FUND REQUESTS FOR THREE REMODELING PROJECTS AT FAMILY SERVICE CENTER**

Social Services Director Rhonda Porter and Joe Olson provided information and diagrams for three separate remodeling projects in the Social Services Department at the Family Service Center.

The first project is for Suite 102, Financial Services Division, in the NE corner of first floor. Traffic flow in this unit is heavy. The client interview rooms are all located behind the secure doors within the workspace of the staff. Their goal is to relocate the security doors down the hallways to secure the staff space from the client interview rooms. In addition, the proposal includes tearing down a wall to create one large interview room from two smaller ones. This remodel is important to address social distancing and to limit the movement of clients throughout the unit where all the staff are located. The cost estimate is \$45,000 and would include card swipe security doors.

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved a \$45,000 remodeling project in the Financial Services Division on first floor of the FSC. The funds would be taken from the County Infrastructure column.

The next project is located on 1st Floor of the FSC in the Child Support Fraud and Collections Division. The proposal is to divide the waiting area in half. They would add a half wall with security glass and a speaker and close the existing reception window and wall. A new work surface in the middle of the room would allow the clients to enter from one side and the staff to enter from another. The small space would allow staff to meet with clients for quick questions or dropping off / picking up materials. A barrier would be added to address COVID-19 social distancing recommendations. Creating an interview space outside of the secure

employee area is important for the safety of the clients and staff. Reducing the movement of clients throughout the staff secure workspace will aide in containing movement around the unit. The interview space will also provide a barrier when meeting with clients face to face due to COVID-19 concerns.

On motion by Commissioner Weyland, seconded by Commissioner Campbell, and unanimously carried, the Board approved up to \$7,000 for a remodeling project in the Child Support Fraud and Collections Division.

The third project is on 5th Floor in the south wing of the Family Service Center in the Social Services unit. The plan is to add a secure door and wall for entering the south wing behind the existing door outside of the supervised visitation rooms. The visitation rooms will not be within the secure area of the unit. The existing card readers will be utilized. Access to the visitation rooms are currently located within the south wing behind the secure doors which allows for children to run into the reception area and/or down the south hallways in staff areas. Parents come in contact with extra staff chasing down their children. Maintaining social distancing is a concern and it has been difficult to keep parents and children wearing their masks. In addition, visitations have been difficult to arrange, monitor and maintain due to COVID-19. There can be a lot of stress and tension with the clients that sometimes leads to safety issues for our staff. With this remodel, clients would not have access to the secured area. The cost estimate is \$10,000.

On motion by Commissioner Mongeau, seconded by Commissioner Weyland, and unanimously carried, the Board approved the remodel plan for Social Services located on 5<sup>th</sup> Floor of the FSC with a cost estimate of \$10,000.

#### **REQUEST FOR APPROVAL OF RESOLUTION 2020-27 FOR “ONE WATERSHED ONE PLAN”**

Clay County SWCD Manager Kevin Kassenborg stated a group has been meeting for the past two and a half years and are now at the stage where a final approval is needed for “One Watershed One Plan.” There is an in-person and virtual meeting planned for tomorrow at 5:00 at the Buffalo-Red River Watershed District office in Barnesville. Commissioners Mongeau and Gross have been a part of their policy committee. Commissioner Mongeau thanked Mr. Kassenborg and his staff in creating this program.

On motion by Commissioner Mongeau, seconded by Commissioner Haney, and unanimously carried, the Board executed the following resolution:

#### **RESOLUTION 2020-27**

##### **Resolution in Support of One Watershed One Plan Submittal**

**WHEREAS, the Clay County Board of Commissioners has reviewed the Draft of the Buffalo Red River Watershed One Watershed One Plan documents; and**

**WHEREAS, the Board of Commissioners finds the documents to meet the needs and requirements of local water management priorities,**

**THEREFORE, BE IT RESOLVED, that the Clay County Board of Commissioners recommend to the Buffalo Red River Watershed Policy Committee that this plan be submitted to the Board of Water and Soil Resources for their approval, pending any revisions needed following the public hearing, as stated in the BWSR Operating Procedures 2.0 and the Buffalo Red River Watershed’s 1W1P Planning Memorandum of Agreement.**

#### **REQUEST FOR APPROVAL OF LANDFILL CONSTRUCTION CHANGE ORDER #1**

Solid Waste Manager Kirk Rosenberger referred to the current construction project for a new landfill cell and closure of another cell. In addition, there is a chronic stormwater issue at the site. Mr. Rosenberger requested approval of Change Order #1 to the construction project to address the stormwater issue and relocate a haul road. The total change order would be \$250,000.

On motion by Commissioner Weyland, seconded by Commissioner Haney, and unanimously carried, the Board approved Landfill Construction Change Order #1, for \$250,000, to address the stormwater issue and relocate the haul road at the landfill site.

#### **REQUEST FOR SUPPORT OF BENEFIT CHANGES, INSURANCE RENEWALS, AND CAFETERIA PLAN FOR 2021**

HR Director Darren Brooke and Benefits Coordinator Anna Moore provided an update on benefits, insurance, and the cafeteria plan for 2021. The County is facing a 14% insurance increase for 2021 with a subsequent increase in contributions. The new contribution is based off the calculation that was accepted on 8/13/2019. The County has picked up 50% and the employee 50%. All four insurance plans were listed. The Insurance Committee voted to change dental insurance over to Delta Dental for 2021 and there will be savings for the employees. Open enrollment this year will run from October 19th to November 6th to allow employees to research the exchange for family members. The calculations for insurances will be addressed through the Insurance Committee and the unions. Most of the insurance information will be provided online and through webinars for 2021. There will be a change in the way pharmacies process specialty coupons, and they will no longer be used against a customer's deductible.

On motion by Commissioner Campbell, seconded by Commissioner Haney, and unanimously carried, the Board supported the Insurance Committee's recommendations for renewal and changes of the Cafeteria Plan for 2021 as presented.

On motion by Commissioner Haney, seconded by Weyland, the Board approved the Insurance Committee's recommendation to renew a contract with Steve Smith from National Insurance Services for 2021.

#### **COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS**

*Many of the following committee reports are from virtual or remote meetings.*

- Commissioner Campbell attended meetings for CARES Act Committee; Landfill Construction Update; and Lakes Country Services Co-op. He asked the County Administrator to contact the City of Moorhead about the possibility of Moorhead Water Treatment Plant accepting the landfill leachate rather than hauling it to Fargo to be treated.
- Commissioner Mongeau attended meetings for CARES Act Committee; Extension; AMC Fall Policy Conference; City of Moorhead RE: Small Businesses; AMC Environmental and Natural Resources Policy Conference.
- Commissioner Haney attended meetings for NW Emergency Communications Board and Clay County Soil and Water Conservation.
- Commissioner Weyland attended meetings for West Central Area Agency on Aging - Land of the Dancing Sky and FM Diversion Authority Update.
- Commissioner Gross attended meetings for Wellhead Protection (Felton); Extension; Wild River Watershed; Interviews for Planning Department; and AMC – General Government.

- Administrator Larson attended meetings for CARES Act Committee; Third Floor Courthouse Remodel; Management; and many contacts with city and township reps regarding CARES Act funding.

On motion by Commissioner Mongeau, seconded by Commissioner Haney, and unanimously carried, the Board approved adding Felton Wellhead Protection to Commissioner Gross's meeting schedule.

The meeting adjourned at 10:38 a.m.

---

Frank Gross, Chair  
County Board of Commissioners

---

Stephen Larson, County Administrator